



TOWN OF ROCKLAND

Town Administrator

Allan R. Chiocca
Town Hall
242 Union Street
Rockland, Massachusetts 02370

Telephone: 781-871-1874 x105
Fax: 781-871-0386
Email: ta@rockland-ma.gov

January 2, 2014

To: Department Heads/Chairman Boards/Committees/Commissions

Subject: **2013 ANNUAL TOWN REPORT**

All articles for the 2013 Annual Town Report are due **MONDAY, FEBRUARY 3, 2014.**
The following format should be used: preferably email a copy to Mary Stewart @

exasstselectmen@rockland-ma.gov

OR send a CD on *Microsoft Word* using *Times New Roman* print with *font size 12* (do not use all capital letters). *Please submit a hard copy if you send a CD.*
Uniformity in submitting articles is extremely important as it keeps down the cost of printing. We welcome pictures with your submissions; please write the appropriate information on the back of the picture.

All emailed submissions will be acknowledged "received" by Mary.

Please adhere to the due date as it is critical to getting the Town Report compiled and printed before our Annual Town Meeting, information not submitted on time is subject to being omitted.

Sincerely,

Allan R. Chiocca
Town Administrator

ARC:mbs